

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140135-3

| | | | | | |
|--|-------------|--|--|---|----------------|
| REPORTS INVENTORY | | | | CLASSIFICATION NO. 100140135-3 | |
| PREPARE IN DUPLICATE | | | | DDS/OTR/ <input type="checkbox"/> 18 25X1 | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Schedule Vehicle Requirements Form 5-67 1130 | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL <input checked="" type="checkbox"/> TRAINING (Budget) LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE | | ADMIN. GENERAL OTHER (specify) | |
| 4. NO. OF COPIES PREPARED 2 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual or when requested | | 6. DISTRIBUTION (No. of components not number of copies) 2 | |
| 7. FORMAT (memorandum, form, computer print-out, etc.) Memo | | 8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT Verbal - OTR Budget & Fiscal | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) Public Works Branch; for both <input type="text"/> | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None (Feeder information is based on projected vehicle requirements over 5 yr. period.) | | |
| 12. COST FACTORS | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER YEAR |
| GS-9 | \$5.70 | | 4 | = | \$22.80 |
| GS-4 | \$3.20 | | 2 | = | \$ 6.40 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | |
| | | | | | |
| TOTAL COSTS PER YEAR | | | | | \$58.40 |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Requirement related to budget/fiscal requests for monies over 5-year period under Consolidated Table Vehicle Allowance, OTR. | | | | | |
| 14. FUTURE GOALS | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | ESTIMATED SAVINGS MAN-HOURS DOLLARS 0 0 | |
| 16. DATE OF INVENTORY 5 Oct. 1970 | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Public Works Branch | | | |